

# TOWN OF DAYTON, MAINE PLANNING BOARD

Date Submitted to Town for PB meeting:

## SUBDIVISION AMENDMENT APPLICATION – Article 9

1. Project/Subdivision Name: \_\_\_\_\_
2. Property Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Applicant/Agent (if different from owner): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. Engineer or Surveyor who prepared plan: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_
5. All correspondence should be sent to:  
(specify one of the above) \_\_\_\_\_
6. Assessor's Tax Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_ (of land to be divided)
7. Is applicant a Maine-licensed corporation? ☐ Yes ☐ No (if yes, attach copy of license)
8. What legal interest does the applicant have in the property to be developed (ownership, option, purchase & sales contract, etc.)?  
\_\_\_\_\_  
\_\_\_\_\_
9. What interest does the applicant have in any abutting property?  
\_\_\_\_\_  
\_\_\_\_\_

10. Location of Property:  
 Street Address (approx.) \_\_\_\_\_  
 Book \_\_\_\_\_ Page \_\_\_\_\_ (From County Registry of Deeds)
11. Current Zoning and Shoreland Overlay of property: \_\_\_\_\_
12. Is any portion of the property within 250 feet of the high water mark of a pond, river or salt- water body?  
☐ Yes ☐ No
13. Total Acreage: \_\_\_\_\_ Acreage to be developed: \_\_\_\_\_
14. Indicate the nature of any restrictive covenants to be place in the deeds:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Has this land been part of a prior approved subdivision? ☐ Yes ☐ No  
 Or other divisions within the past 5 Years? ☐ Yes ☐ No  
 If so, please describe and/or list the Map and Lot numbers of all 'out-sale' lots:  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Identify existing use(s) of land, (farmland, woodlot, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_
17. Does the parcel include any water bodies? ☐ Yes ☐ No
18. Is any portion of the property within a special flood hazard area as idenitified by the Federal Emergency Management Agency? ☐ Yes ☐ No
19. Number of lots or dwelling units exising: \_\_\_\_\_ and  
 Number of lots or dwelling units proposed: \_\_\_\_\_.
20. Does this development require extension of public infrastructure? ☐ Yes ☐ No  
 If yes, which type of structure?
- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> roads                        | <input type="checkbox"/> storm drainage            | <input type="checkbox"/> sidewalks |
| <input type="checkbox"/> water lines                  | <input type="checkbox"/> fire protection equipment | <input type="checkbox"/> sewer     |
| <input type="checkbox"/> If other, please state _____ |  |                                    |
21. Estimated cost for infrastructure improvements: \$ \_\_\_\_\_
22. Identify method of water supply to the proposed development:
- |   |   |
|---|---|
| <input type="checkbox"/> individual wells                   | <input type="checkbox"/> connection to public water system        |
| <input type="checkbox"/> central well w/ distribution lines | <input type="checkbox"/> If other, please state alternative _____ |
23. Identify method of sewage disposal to the proposed development:
- |  |   |
|--|---|
| <input type="checkbox"/> individual septic tanks           | <input type="checkbox"/> central on site disposal with distribution lines |
| <input type="checkbox"/> connection to public sewer system | <input type="checkbox"/> If other, please state alternative _____         |

24. Identify method of fire protection for the proposed development:

- ☐ hydrants connected to the public water system
- ☐ dry hydrants located on an existing pond or water body
- ☐ existing fire pond
- ☐ If other, please state alternative (fire cistern, individual sprinklers)\_\_\_\_\_

25. Does the applicant intend to request waivers of any of the subdivision submission requirements?

☐ Yes    ☐ No

If yes, list them and state the reasons for the request:

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**CERTIFICATION: To the best of my knowledge, all the information submitted on this subdivision plan and with my application is true and correct.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

THE APPLICANT MUST SUBMIT THE FOLLOWING MATERIALS AND INFORMATION TO THE PLANNING BOARD CHAIRMAN, SECRETARY AND/OR CODE ENFORCEMENT OFFICE TWO WEEKS IN ADVANCE OF A SCHEDULED MEETING IN ORDER FOR THE SUBMISSION TO BE CONSIDERED: (see Subdivision Regulations, Article 9)

**SUBDIVISION AMENDMENT APPLICATION COMPLETENESS REVIEW CHECKLIST**  
*(This Checklist MUST be submitted)*

**Project Name:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Checklist Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checklist Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please use this Checklist as a guide to prepare your Subdivision Plan and Submission Information. Check the appropriate blank boxes. Shaded boxes indicate the action in the heading cannot be taken. The Checklist does not substitute for the requirements for Subdivision Approval in Subdivision Regulations or Land Use Ordinance.

**Response (Please check applicable box)**

<b>Code Section</b>	<b>Submission Requirements</b>	<b>Submitted By Applicant</b>	<b>To Be Submitted By Applicant</b>	<b>Not Applicable</b>	<b>Applicant Requests Waiver</b>
9.1.A	An application for a revision to a previously approved plan shall, at least 14 days prior to a scheduled meeting of the Board, request to be placed on the Board's agenda. If the revision involves the creation of additional lots or dwelling units or the creation of, expansion to, or alteration of a street, the procedures and submission requirements for preliminary plan approval in Article 7 shall be followed. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units or a street, the procedures and submission requirements for final plan approval in Article 8 shall be followed				
9.1.B	All applications for a revision to a previously approved plan shall be accompanied by a non-refundable application fee of \$100 plus \$300 per lot or dwelling unit proposed, payable by check to the municipality. In addition, there will be a \$350.00 escrow fee if the Planning Board determines that an on-site inspection is required and there will be a \$350.00 escrow fee if a public hearing is required.				

9.2	The applicant shall submit a copy of the approved plan as well as 8 copies of the proposed subdivision revisions. The application shall also include enough supporting information to allow the Board to make a determination that the proposed revisions meet the standards of these regulations and the criteria of the statute. The revised plan shall indicate that it is the revision of a previously approved and recorded plan, and shall show the title of the subdivision and the Book and Page or Cabinet and Sheet on which the original plan is recorded at the Registry of Deeds. If the revision involves the creation of additional lots or dwelling units or the creation of a street, the procedures and submission requirements for preliminary plan approval in Article 7 shall be followed. If the revision involves only modifications of the approved plan, without the creation of additional lots or dwelling units or a street, the procedures and submission requirements for final plan approval in Article 8 shall be followed.				
9.3.A.1	Any changes to an approved subdivision that involves a modification of any detail shown on the approved plan or an amendment or alteration of any condition of a subdivision's approval shall be submitted to the Planning Board for review and approval before implementation of the change. This applies to all details shown on the plan or within a subdivisions Findings of Fact & Decisions with the exception of ownership. Any items that may be questionable shall be reviewed with the Planning Board for a decision.				
9.3.A.2	If the proposed change creates additional lots, dwelling units or a street, the full procedure, submission and review requirements shall be applied per Article 7 and Article 8. The base fee shall be paid and the per lot/dwelling unit fee shall apply only to the additional lots created by the proposed subdivision revision.				
9.3.A.3	All details required of Article 7 and Article 8 shall be furnished to the Board as requested, including all existing building locations, the location of septic systems and wells, as well as any other as-built locations of specific items that have been placed or added since the original Plan was approved.				

- ◆ Please contact the Code Officer or Planning Board Secretary with questions regarding the materials to be submitted, in what format, and for other questions and information.
- ◆ The entire Dayton Town Code is on the town website <https://www.dayton-me.gov/>

## LISTING OF ABUTTERS TO A PROPOSED SUBDIVISION AMENDMENT APPLICATION

Project Name: \_\_\_\_\_

Street Address of Project: \_\_\_\_\_

Map/ Lot # of Project: \_\_\_\_\_

Subdivision applications are to be accompanied by a current list of names and addresses of abutters to the proposed project. Abutter information shall be obtained by the applicant from the Town Tax Assessor's records. [*Abutter is defined as "A person who owns adjacent land or land across a street right-of-way from the subject lot"*]

It is the responsibility of the Sub-divider to notify abutters of a Subdivision Amendment Application.

### Names, Addresses, and Tax Map & Lot Numbers of Abutters to Proposed Project

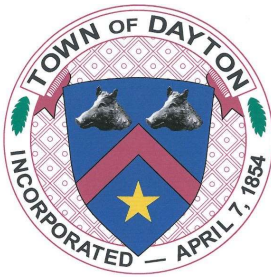
Name	Address	Tax Map	Lot

**I hereby certify that this is a current and accurate listing of all abutters to this proposed subdivision.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Attach extra pages as necessary*



# TOWN OF DAYTON, MAINE PLANNING BOARD

33 Clarks Mills Road  
Dayton, ME 04005  
[ceo@dayton-me.gov](mailto:ceo@dayton-me.gov)

## SUBDIVISION AMENDMENT APPLICATION ABUTTER NOTIFICATION

*This Final Subdivision Application Notice to abutters is required to be mailed by the applicant/subdivider to all abutters.*

### To Whom It May Concern:

A Subdivision Amendment Application has been filed with the Dayton Planning Board for land that is located directly abutting or across the street from property you own. The Subdivision Application and proposed plans are currently available for public inspection at the Dayton Code Office. This abutter notification is required by the Dayton Subdivision Regulations for subdivision applications.

Planning Board meetings are open to the public for informational purposes. Only Planning Board PUBLIC HEARINGS, of which abutters are mailed separate certified mail notice, give the opportunity to concerned abutters/ town residents to speak about this application. Please feel free to mail or email your concerns in writing to the attention of the Code Officer or Planning Board Chairman at the address noted above. Copies of the written concerns will be provided to the Planning Board at a scheduled meeting.

The Planning Board meeting calendar and agendas are available for view at <https://www.dayton-me.gov/>

**Property Owner (of land to be divided):** \_\_\_\_\_

**Owner's Mailing Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Mailing Address:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Assessor's Tax Map Number:** \_\_\_\_\_ **Lot Number :** \_\_\_\_\_ (of land to be divided)

**Subdivision Location (street address):** \_\_\_\_\_

**Acres to be subdivided:** \_\_\_\_\_ **Number of proposed lots or dwelling units:** \_\_\_\_\_

**Zoning District(s):** \_\_\_\_\_

**Description of Proposal:**

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# TOWN OF DAYTON, MAINE PLANNING BOARD

33 Clarks Mills Road  
Dayton, ME 04005  
[ceo@dayton-me.gov](mailto:ceo@dayton-me.gov)

## STREET NAME REQUEST FORM

Per Subdivision Regulation Article 11.C.3

### Street Names, Signs, and Lighting.

Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name.

Names of new streets shall not duplicate, nor bear phonetic resemblance to the names of existing streets within the municipality and shall be subject to the approval of the 911 Addressing Officer prior to Final Plan approval.

No street name shall be the common given name of a person.

The developer shall either install street name, traffic safety and control signs meeting municipal specifications or reimburse the municipality for the costs of their installation.

### **PLEASE PROVIDE A SEPARATE FORM FOR EACH STREET/ROAD PROPOSED**

NAME OF PROPOSED SUBDIVISION: \_\_\_\_\_

LOCATION OF PROPOSED SUBDIVISION : \_\_\_\_\_

MAP(s)/LOT(s)#: \_\_\_\_\_

Desired Street Names to be Considered:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Contact Name of Development: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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***Approval***

STREET NAME(s) APPROVED BY PLANNING BOARD & 911 ADDRESSING OFFICER:

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_